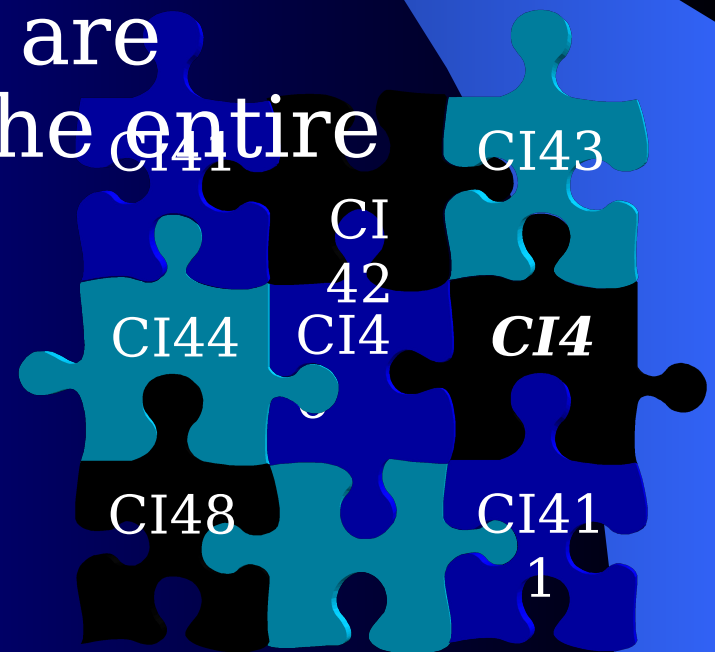


CI47 Training

Preparing a
“Government Estimate of
FEE”

Preparing a “Government Estimate of Fee”

- The AE Fee module of DIS is used by the AIC/EIC to develop a fair and reasonable Government Fee of Estimate.
- Individual branch fees are compiled to make up the entire fee.



Introduction

- The Cost portion of this estimate Fee is based on the design effort of the other branches and can only be completed after all other design branch input has been done, except Interior Design, Specs, and GeoTech.
- Depending on complexity, the cost engineering effort is typically 10% of design effort or about 6 hours per sheet of drawings.
- The procedures for preparing a Government Estimate of Fee is outlined in the following slides:

Step 1

- Once you receive a “Request for Government Estimate of Fee”, contact the AIC/EIC and ask them to notify you when all the required disciplines, excluding Specifications, Interior design, and Geotech, have completed their portion of the fee.

Step 2

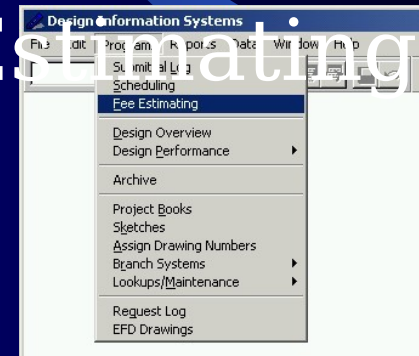
- Once the AIC/EIC has informed you everyone else has completed their portion of the fee.
- Review the Appendix A (hard copy provided by AIC/EIC or on line at the Z drive.) i.e.
Z:\projects\2003-xxxx\ appendix A.

Step 2

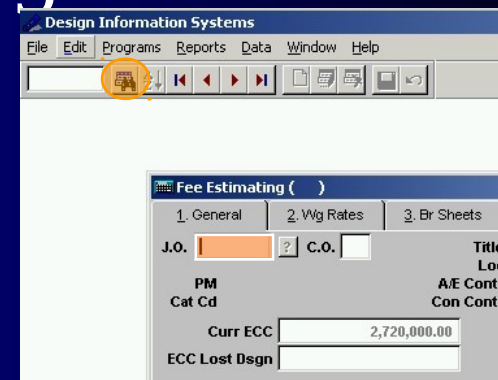
- a) Review type and size of project
- b) Determine the number of submittals required
- c) Is SUCCESS required?
Typically yes for all new projects but maybe not for some change orders and budget only type projects.

Step 3

- Access the Fee Estimating system on DIS
- Click on “Program” pull down menu and then “Fee Estimating”.



- Find the project using the search engine



Step 4

- Prepare Fee
- Click on “General” tab

The screenshot shows the 'Fee Estimating (5F9120)' application window with the 'General' tab selected. The interface includes various input fields for project details, a 'Lost Dsgn' section, a 'Project Manager' section, and a 'Branch Summary' table.

General Tab Fields:

- J.O.: 5F9120, C.O.: [?]
- Title: AIR TRAFFIC CONTROL TOWER
- Loc: NEW RIVER MCAS NC
- PM: MLB13B Tim Osborne, P.E. 3
- A/E Contr: 968038 ALLEN & HOSHALL, INC.
- Fund: MCON
- Cat Cd: 14170
- Con Contr: 004668
- Proj: P629
- Ld: 402 LKS
- FY: 01
- Curr ECC: 2,230,000.00
- ECC Add'l Dsgn: []
- ECC Lost Dsgn: []
- Dsgn Fee To Date: []
- PEP?: ☐
- Code 18?: ☐
- Lost Dsgn: Reason: []
- Notes: []
- Date In: 02/14/2000
- Planned Out: 03/03/2000
- Returned: 03/08/2000
- Hours: 0-35% [], 35-100% []
- Professional: 4 [], 6 []
- Field Invest.: [], []
- Project Manager: []
- Lost Dsgn: Plans: []
- Site Invest.: []
- Other: []

Branch Summary Table:

	401	401L	401D	402	403	404	405	406	407	408	411	Other
Reviewer	RCA	JLB	AFC	LKS	JAG	HJM	TGQ	EJG	EDS	AGL	LKS	
Remarks	YES	NO	YES	NO	YES	YES	YES	NO	NO	NO	NO	

Step 4

- Right click while in General tab

The screenshot displays the 'Fee Estimating (5F9120)' application window. The 'General' tab is active, showing project details for 'AIR TRAFFIC CONTROL TOWER' at 'NEW RIVER MCAS NC'. The 'Viewing View All Remarks' pop-up window is open, displaying a list of remarks for reviewer 401 (LKS). The remarks include a detailed description of the BEAP Submittal presentation and a calculation for professional fees: (20) hours x \$20.00/hr x 2.35 = \$ 940.00.

Fee Estimating (5F9120)

1. General | 2. Wtg Rates | 3. Br Sheets | 4. Br Info | 5. Prt/Eng Srvc | 6. Mtg/Trvl | 7. PEP

J.O. 5F9120 C.O. Title AIR TRAFFIC CONTROL TOWER Ld 402 LKS
Loc NEW RIVER MCAS NC FY 01
PM MLB13B Tim Osborne, P.E. 3 A/E Contr 968038 ALLEN & HOSHALL, INC. Fund MCON
Cat Cd 14170 Con Contr 004668 Proj P629

Curr ECC 2,230,000.00 ECC Add'l Dsgn PEP?
ECC Lost Dsgn Dsgn Fee To Date Code 18?

Lost Dsgn: Reason Notes View Calculation Summary

Date In 02/14/2000
Planned Out 03/03/2000
Returned 03/08/2000

Reviewer 401 401L 401D 402
Remarks YES NO YES NO

Viewing View All Remarks

401
BEAP Submittal presentation submittal to LanDiv just prior to 35% on-board meeting to be held at New River, Shall include :
Board-mounted Full "D" size sheets of the new work site plan,
1. Showing the roof plan of the new tower building and site improvements;
2.The miscellaneous floor plans of the new tower;
3.All new exterior tower building elevations;
These board-mounted drawings shall be colored with markers, pencil, ink, acrylic or watercolor paints, or computer-generated colored elevations indicating proposed new exterior colors of the proposed building materials.
4. Accompanying boards shall have actual board-mounted samples of exterior building materials: paint colors, metal roofing color, concrete coating color, window, door, guardrail, and louver color(s) as proposed for the new work.
5. Enlarged board-mounted color photographs of existing adjacent or nearby buildings to indicate the harmonious qualities of the new building's relationship with the existing work.
Professional: (20) hours x \$20.00/hr x 2.35 = \$ 940.00

OK

- Click on "View
- Review the remarks to determine the effect on the cost portion of the fee.

Step 4

- Click on “Branch Sheets” tab

Fee Estimating (5F9120)

1. General 2. Wvg Rates 3. Br Sheets 4. Br Info 5. Prt/Eng Srvc 6. Mtg/Trvl 7. PEP

J.O. 5F9120 Title AIR TRAFFIC CONTROL TOWER Loc NEW RIVER MCAS NC Ld 402/LKS

Branch 407

	35%	100%
Cost Engineer	140	
Computer Operator	0	
Coordination by Lead Estimator	0	
>>> Grand Total	140	

- View Calculation Summary
- View All Remarks
- Geotechnical Information
- 407 Sheet Information
- Print A&E Fee/Backup
- Print Lost Design Form
- Print Status Report
- Print Justification Memo
- Export to Excel
- Import from Excel
- Import from Template
- Renumber Sheets
- Rearrange Sheets

- Right click while in branch sheets
- Click on “407 Sheet Information”.

Step 5

- Input the number of cost engineer hours

Sheet Information

# of Dwgs	Discipline	Design Hrs		Avg Hr/Sht	Hr/Sht	Code 407		100%
		35%	100%			35%	Hr/Sht	
19	Architect	342	934	67	2	38	4	76
0	Land. Arch.	0	0	0				
0	Int. Des.	92	128	220				
15	Structural	256	704	64	2	30	4	60
14	Mechanical	200	380	41	2	28	2	28
17	Electrical	216	344	33	2	34	2	34
5	Civil	64	216	56	2	10	3	15
0	Fire Prot.	66	45	111				
1	Geotech.	0	12	12				
Cost Engineer						140		213
Computer Operator								
Coordination by Lead Estimator								
Grand Total						140		213

Save Cancel

- Do not input for Computer Operator or Coordination by Lead Estimator

Cost Hours

- Use 10% of design effort or 6 hrs/sht typically 2 hrs @ 35% column and 4 hrs @ 100% column.
- Variations in cost effort can be made based on complexity of each project. This can be determined by the “avg hr/sht” and/or by the number of branches involved in total project design.

Cost Hours

- Typically, 6 hrs/sht is on the high side and should be reduced for less complex jobs. Generally, design effort of 60+ hrs/sht is complex and justifies 6 hrs/sht for cost. 50-59 hrs/sht should use 5 hrs/sht for cost and 40-49 hrs/sht should use 4 hrs/sht for cost.
- If a FACD/Charrette is held, the 35% hours should be reduced by 50%.
- The cost portion of the fee should not include any effort for the FACD/Charrette.

Cost Hours

- After hours are input, hit the save key.

The screenshot shows the 'Design Information Systems' application window. The 'Fee Estimating (5F9120)' window is open, displaying project details: J.O. 5F9120, Title AIR TRAFFIC CONTROL TOWER, Loc NEW RIVER MCAS NC, and Ld 402LKS. The Branch is set to 407. The '407 Sheet Information' dialog box is also open, showing a table of design hours for various disciplines. The 'Save' button in the dialog box is highlighted with a red circle.

# of Dws	Discipline	Design Hrs		Avg Hr/Sht	Hr/Sht	Code 407		100%
		35%	100%			35%	Hr/Sht	
19	Architect	342	934	67	2	38	4	76
0	Land. Arch.	0	0	0				
0	Int. Des.	92	128	220				
15	Structural	256	704	64	2	30	4	60
14	Mechanical	200	380	41	2	28	2	28
17	Electrical	216	344	33	2	34	2	34
5	Civil	64	216	56	2	10	3	15
0	Fire Prot.	66	45	111				
1	Geotech.	0	12	12				
Cost Engineer						140		213
Computer Operator								
Coordination by Lead Estimator								
Grand Total						140		213

Step 6

- The next step is to input the branch information
- Hit the Br Info tab

The screenshot shows the 'Design Information Systems' application window. The 'Fee Estimating (SF9120)' form is open, and the '4. Br Info' tab is selected. The form contains the following fields and sections:

- General Information:**
 - J.O. 5F9120
 - Title AIR TRAFFIC CONTROL TOWER
 - Loc NEW RIVER MCAS NC
 - Ld 402/LKS
 - Branch 407
 - Start 03/03/2000
 - Completion 03/03/2000
 - Prep. By EDS
- Misc Hours:**
 - Prof: []
 - Tech: []
- Lost Design Hours:**
 - Plans: []
 - Field Survey: []
 - Site Invest.: []
 - Other: []
- Special Engr. Services:**
 - Travel: [] (0-35% / 35-100%)
 - No. of Roundtrips: []
 - PEP Cost: []
- Branch Row Hours:** 56
- Branch Specific Data:** []
- Remarks:** []
- If Change Order, Reason for Additional Review Hours:** []

Step 6

- Input start and completion date
(short cut by pressing "T" while in date field to load today's date).
- Input Initials
- Input Branch Review Hours

The screenshot displays the 'Fee Estimating (5F9120)' application window. It features a tabbed interface with the following tabs: 1. General, 2. Wkg Rates, 3. Br Sheets, 4. Br Info, 5. Prt/Eng Srvc, 6. Mtg/Trvl, and 7. PEP. The 'General' tab is active, showing the following data:

- J.O.:** 5F9120
- Title:** AIR TRAFFIC CONTROL TOWER
- Loc:** NEW RIVER MCAS NC
- Ld:** 4021KS
- Branch:** 407
- Start:** 03/03/2000
- Completion:** 03/03/2000
- Prep. By:** EDS

Below these fields are two main sections for hour estimation:

- Misc Hours:** A table with columns for 'Prof' and 'Tech' hours for various tasks: Field Invest. 35%, Field Invest. 100%, Rvw Shop Dwgs, and Record Dwg Prep. The 'Branch Rvw Hours' field is set to 56.
- Lost Design Hours:** A table with columns for 'Prof' and 'Tech' hours for: Plans, Field Survey, Site Invest., and Other.

Additional fields include 'Special Engr. Services', 'Travel' (0-35% and 35-100%), 'No. of Roundtrips', and 'PEP Cost'. At the bottom, there is a 'Remarks' text area and a section for 'If Change Order, Reason for Additional Review Hours'.

Review Hours

- Typically 4 hrs/person per submittal plus a few extra hours for Lead and Supervisory effort (i.e. – 3 submittals for 4 reviewers x 4 hrs = 48 hrs plus 4 hrs Lead and 4 hrs supervisory = 56 hrs). Add 80 additional hours if CI47 personnel are required to attend a FACD. Additional hours are not required for a Clarette.

The screenshot shows the 'Fee Estimating (FF9120)' window with the following details:

- J.O.:** 5F9120
- Title:** AIR TRAFFIC CONTROL TOWER
- Loc:** NEW RIVER MCAS NC
- Ld:** 4021 KS
- Branch:** 407
- Start:** 03/03/2000
- Completion:** 03/03/2000
- Prep. By:** EDS
- Special Engr. Services:**

Cost	Design	Hours	Prof	Tech
Field Invest. 35%				
Field Invest. 100%				
Rvw Shop Dwgs				
Record Dwg Prep				
Branch Rvw Hours		56		
Plans				
Field Survey				
Site Invest.				
Other				

Branch Specific Data

Travel
0-35% ☐ 35-100% ☐

No. of Roundtrips

PEP Cost

Remarks

If Change Order, Reason for Additional Review Hours

Review Hours

- When complete, hit on the “Save” button.

Design Information Systems

File Edit Programs Reports Data Window Help

Fee Estimating (SF9120)

1. General 2. Vlg Rates 3. Br Sheets 4. Br Info 5. Prt/Eng Srvc 6. Mtg/Trvl 7. PEP

J.O. SF9120 Title AIR TRAFFIC CONTROL TOWER Loc NEW RIVER MCAS NC Ld 402LKS

Branch 407 Start 03/03/2000 Completion 03/03/2000 Prep. By EDS

Misc Hours Prof Tech Lost Design Hours Prof Tech Special Engr. Services

Field Invest. 35% Plans Field Survey Travel 0-35% 35-100%

Field Invest. 100% Site Invest. No. of Roundtrips

Rvw Shop Dwgs Other PEP Cost

Record Dwg Prep

Branch Row Hours 56

Branch Specific Data

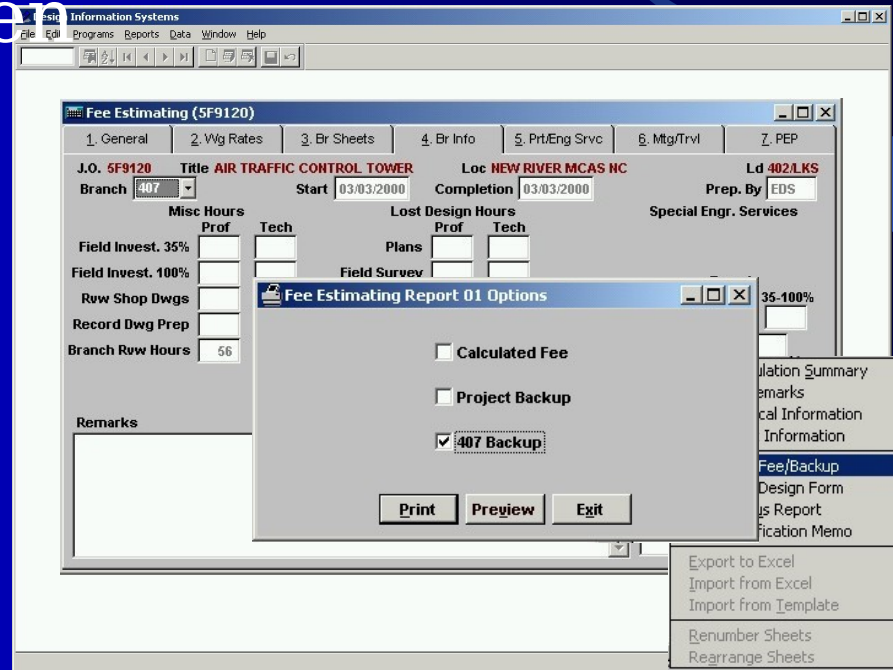
Remarks

If Change Order, Reason for Additional Review Hours

- If the completion date field is filled in, you will be prompted to log the fee back to the lead branch. If you say yes, the fee will be logged out of CI47 and you will not be required to log it out of the submittal log separately

Step 7

- While in the Br Info Screen, right click on screen



- Highlight Print AE Fee/Backup
- Check 407 Backup and hit the print key

Step 8

- Sign “Prepare By” line
- Pass Fee to Supervisor for signature
- Hand carry to AIC/EIC
- YOU ARE DONE!